

Monday	Tuesday	Wednesday	Thursday	Friday
	1 SCWorks Informational Session Columbia 2pm-3pm <div>  Click link to register for workshops </div>	2 Project Management Careers Columbia 9:30am-11:30am Ace an Interview: REMIX EDITION Columbia 2pm-3:30pm	3 SCWorks Informational Session Lexington 10am-11am Building Your Professional Brand Winnsboro 10am-11am	4 SCWorks Informational Session Columbia 10am-11am SCWorks Informational Session Winnsboro 10am-11am
07 Resume Writing 101 Columbia 11am-12:30pm	08 Microsoft Office in the Cloud-Office 365 Lexington 9:30am-11:30am Basic Computer Skills Winnsboro 10am-11am SCWorks Informational Session Columbia 2pm-3pm	09 Life as a Truck Driver Columbia 10am-12pm	10 SCWorks Informational Session Lexington 10am-11am The Reality In Technology Columbia 10am-12pm	11 SCWorks Informational Session Columbia 10am-11am SCWorks Informational Session Winnsboro 10am-11am Careers in IT Columbia 11am-1pm
14 Overcoming Ageism & Cultural Differences as a Job Seeker Columbia 10am-11am	15 Careers in Human Resources Lexington 9:30am-11:30am Icey Hot: Career Path to HVAC Columbia 10am-11pm SCWorks Informational Session Columbia 2pm-3pm	16 How to Overcome Unemployment Gaps Lexington 11am-12pm Professional Personal Branding Columbia 3pm-4pm	17 SCWorks Informational Session Lexington 10am-11am Expungement and Pardon Clinic Columbia 10am-12pm Hands on Training for Hands on Careers In Healthcare Columbia 2pm-3pm	18 SCWorks Informational Session Columbia 10am-11am SCWorks Informational Session Winnsboro 10am-11am
21 T-Letter Couture Lexington 2pm-3:30pm	22 Weld It Stronger, Make It Better Columbia 10am-11pm Interviewing Skills Winnsboro 10am-11am	23 Separate Yourself: Professional Interviewing Columbia 9:30am-11:30am Banking on your Success: Banking Basics Columbia 1pm-2pm Bank on your Success: Credit and Home Ownership Columbia 2pm-3pm	24 The Reality In Technology Lexington 10am-12pm The Ultimate Professional Resume Masterclass Columbia 2pm-4pm	25 SCWorks Informational Session Winnsboro 10am-11am Getting Started in a Computer Career Winnsboro 11am-1Pm <div> SCAN QRCode to register for workshops  </div>
28 Resume Writing 101 Columbia 1:30pm-3pm	29 SCWorks Informational Session Columbia 2pm-3pm	30 Unveiling The Secrets to Networking Columbia 11am-12pm	31 SCWorks Informational Session Lexington 10am-11am	
An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached using TTY/TDD equipment via the South Carolina Relay Service at 711.				

October 2019-Workshop Descriptions

***New* Hands on Training for Hands on Careers in Healthcare**- Discover your potential today! Training will provide information on our services provided in the growing healthcare industry.

***New* Building Your Professional Brand**- Looking for a job can be stressful, especially if you don't know where to start. Learn personal branding and the series of strategies and techniques that shape an appealing identity. For the individual job hunter, it's about establishing your professional identity to woo and attract potential employers.

***New* Careers in Human Resources**-Do you desire to be a part of the expected growth in the HR industry through 2027? If so come learn what type of jobs are considered Human Resources and how to position yourself to gain an HR position. This workshop will also cover what to avoid when pursuing HR jobs and educational/experience required.

***New* Personal Professional Branding**- Looking for a job can be stressful, especially if you don't know where to start. Companies today demand a high level of performance history and professionalism, and the sheer volume of information available on the internet makes it difficult to make a great impression unless you have a solid reputation online.

***New* How to Overcome Unemployment Gaps**- Are you currently in an employment gap? Have you had an employment gap along your career? We will be providing the tools and tips to handle the employment gaps so you can obtain the career you deserve.

***New* Overcoming Ageism & Cultural Differences as a Job Seeker**- Are you concerned that your age or cultural difference will decrease your chances for gaining employment? Join us as we discuss three major points to build your confidence when applying for jobs, creating resumes and attending interviews.

***New* Icey Hot: Career Path to HVAC**-This program is designed to provide the student with basic knowledge of the refrigeration cycle, electrical operation, heat pump operation, and air flow design. These classes prepare the student for entry level work with residential HVAC contractors.

***New* Weld It Stronger, Make it Better**- Come learn about the interesting and lucrative careers available in the welding industry. Also learn about how to get the certifications you will need to get started.

***New* Life as a Truck Driver**- Are you interested in obtaining your CDLs? If so, come learn how you can receive funding for your tuition and what it takes to be a truck driver.

***New* Unveiling the Secrets to Networking Pt. 1**- Networking is one of the top ways to effectively job search. This workshop will be the first of a series of workshops to come where we learn 3 Effective ways to properly network. Part 2 and 3 will consist of creating a LinkedIn profile.

***New* The Ultimate Professional Resume Masterclass**- This masterclass will go in depth with 2019 Resume trends. It will also provide tips to get your resume noticed and more importantly we will discuss how to make it pass the ATS system using Job Scan. Attendees will be given the opportunity to construct their resumes in class and a new improved template will be provided. Attendees will also receive free editing services. This master class is the first of it's kind at our centers and we hope to see you there!

***New* Ace an Interview-REMIX EDITION**- Our remix edition will include mistakes you should avoid to increase your chances of being hired. Participants will learn how to answer behavioral based interview questions through the art of storytelling. This workshop will be interactive, and participants will leave comfortable and confident for their next interview. We will also discuss how to write a thank you letter after a job interview. There will be a 30-minute segment for mock interviews where participants will receive feedback on their interview skills.

Banking on your success: Credit, Budgeting and homeownership-This workshop will include credit, budgeting, mortgage products, mortgage process, and down payment assistance.

T-Letter Couture-Do you feel having a cover letter is a waste of time? Are you struggling with formatting or creating your cover letter? Come learn the secrets to customizing your T-letter to connect with your dream employers.

Resume Writing 101-Learn how to build a more effective resume in order to better promote your-self to potential employers

Microsoft Office in the Cloud-Office 365-What is the cloud? Why is cloud computing on the rise? How can cloud computing benefit my personal and professional title? Come learn the answers to all of these questions with an overview of office 365 including features and demonstrations.

SCWorks Informational Session- Learn and explore the options that may be available to you under the WIOA (Workforce Innovation and Opportunity Act) Federal Program and how to receive possible funding for various certificate programs such as CDL, HVAC, Forklifting, Health Care Training, IT, and more. This Informational session will also include some of the additional services we provide at SCWorks.

Separate Yourself: Professional Interviewing-Ok, you got the interview scheduled, now what? Don't just be a good interview...be memorable! Steps for the pre-interview process will be given. Participants will learn the tools for a phone interview vs. an in person interview. With multi-media growing in popularity, the virtual interview is on the rise. Come learn how to separate yourself.

Expungement and Pardon Workshop- Come learn about the expungement process and how to delete misdemeanors and pardon felonies from your criminal record.

Basic Computer Skills-Learn the basic functions of the desktop computer to include web browsing, email, and word processing.

The Reality in Technology-Learn about the jobs in technology and the employment hierarchy of how to obtain those jobs. For example, some jobs require education and certifications, some mandate experience. Industry facts without the smoke and mirrors of getting a certification that will automatically increase your chances of getting employed.

Project Management Careers-You will learn the fundamentals of project management: how to initiate, plan, and execute a project that meets objectives and satisfies stakeholders.

Careers in IT-Information Technology and computers is a HUGE field with many different subfields. It takes all kinds of personalities and knowledge to work in IT – let us show you where you fit in the technology industry. Come learn the difference between front end design/development, networking and cyber security!

Getting Started in a Computer Career-?Learn job searching strategies to assist you with seeking employment digitally.

Interviewing Skills-Come learn up to date tips and tricks to help you perform better in job interviews